

Thank you for your interest in uploading content to Keystone on Demand! In this email, we'll show you how to upload your file to our FTP server, and we'll collect information about the video you are sharing. If you have questions, please contact us at kod@cciu.org.

STEP 1 | Prepare your video

An FTP server has been made available for uploading your videos for us to process. If you are unable to upload the videos, a DVD or DVtape may be physically delivered to us.

The following video formats are currently accepted:

Mpeg - .mpg, .mpeg, .mp4

Quicktime - .mov

Windows Media - .wmv

Flash Video - .flv

Microsoft Video - .avi

Please be sure your video is in one of these formats before proceeding.

STEP 2 | Upload Your Video

To upload your videos to our server for processing, you will need an FTP client. [Here](#) is a list of available FTP clients for Mac OS X and Windows. Follow your FTP client's instructions for uploading a video. You will need the following information:

FTP Hostname: video.paiunet.org

FTP Username: paiunetupload

FTP Password: fffG34as9

Note: These login credentials are privileged, confidential information that should not be disseminated.

After you have uploaded the video, please proceed to step 3, where you'll provide information about your video.

STEP 3 | Video Details

The following information **must** be filled out for each video that will be posted on the Keystone on Demand VOD library. **At this time, please create a reply email to ccitv@cciu.org and add the information we've requested below.**

Your Name:

Video Title:

Category:

Video password:

(leave blank if no password should be required to watch this video)

That's it! When we receive your information, we will begin processing your video. You will be contacted when the video is available on the Keystone on Demand VOD library.